

Looking after your USB memory stick

- Avoid exposing it to extremes of temperature, or magnetic fields
- Never try to force it into a USB port on your PC, as this can damage both stick and PC
- Always use the cap which came with your stick
- Don't leave your stick in your PC if you've turned it off.
- Label your memory stick, especially if many members of staff have sticks which look the same.

Contact Us



Registered company 3565883
(England and Wales)

Wycliffe House
Gilmorton Road
Lutterworth
LE17 4DY

01455 555578/ 556100
www.systemed.co.uk
info@systemed.co.uk

Download a pdf file of the three steps from Mike's blog. This is also full of information on how to get the most out of free ICT resources.

www.mikemcsharry.com

Safe Data Transfer

Using memory sticks safely to transfer data between PCs.

USB memory sticks are fantastic tools for data transfer, but should not be used to store original files. Follow the three easy steps inside to prevent loss or damage to your files during transfer.



Three easy steps for safe data transfer

Save the original file to your PC

When creating a document, save the file to your PC or laptop first, rather than saving directly to the memory stick.

For photos, make sure you copy files from your camera to your PC or laptop, before putting a copy on a memory stick.

There must always be a copy of a file on your computer, as a back-up.

Memory sticks are much more easily lost or damaged than PCs.

Use COPY to move the file, not CUT

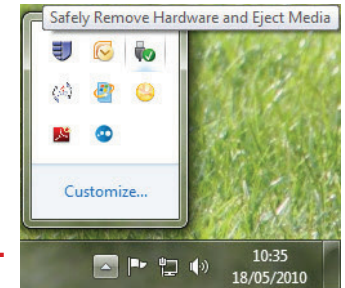
If you cut and paste a file onto your memory stick, then you will have removed the original file from your PC.

Click this icon in the bottom right corner of your screen, and select your memory stick.



WAIT until the message appears saying "Safe to Remove Hardware" before removing your stick.

This is the icon you will see with Windows 7.



Always Safely Remove Hardware